

COMBERTON PARISH COUNCIL
The minutes of the Annual Parish Council meeting held on
Wednesday 8 May 2013 in the Village Hall at 7.30pm

Members present:	Miss A Bacon ^(AB) (Chairman)	Mr H Griffiths ^(HG)
Councillors:	Mr B Pemberton ^(BP)	Mr A Hollick ^(AH)
	Mr R Elleray ^(RE)	Mr T Scott ^(TS)
	Mr P Crossley ^(PC)	Mr N Taylor ^(NT)
	Mrs J Preston ^(JP)	

In attendance: 2 members of the public, County Cllr S Frost, District Cllr S Harangozo and Mrs G Stoehr (Clerk)

1. Election of Chairman and other Annual Business

1.1 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received

Cllr Bacon was unanimously elected Chairman. ^(Prop HG, 2nd BP)

1.2 To elect a Vice-Chairman

Cllr Griffiths was unanimously elected Vice-Chairman ^(Prop AB, 2nd JP)

1.3 To appoint committees or any other officers which the Council deems necessary

1.3.1 Planning Committee

Membership: Cllrs Hollick, Westgarth, Scott, McCabe, Moffat and Taylor.

Terms of Reference: no change

Comberton Parish Council Planning Committee (The Planning Committee for short) is delegated:

- To consider and determine, on the Parish Council's behalf, all matters relating to residential planning and development control in the parish (up to 2 dwellings per plot and all associated planning applications e.g. walls, extensions etc).
- To consider and make recommendation on all matters in the adjacent parishes having impact on Comberton parish and to make recommendation to the Parish Council.
- To hold public meetings to gauge residents' views as appropriate
- To respond to communications relating to planning matters.
- To consider and respond to all matters relating to previous applications (e.g. amendments, enforcements, appeals etc).
- To discuss all matters relating to planning matters with officers at the local authorities.
- To attend and represent the Parish Council at SCDC Development Control Committee meetings.
- To consider all matters relating to the conservation area and to make recommendation to the Parish Council.
- To consider and draw up a draft village design statement and to make recommendation for its adoption to the Parish Council.
- To consider all matters relating to commercial applications and other non-residential development within the village and to make recommendation to the Parish Council.
- To consider all matters relating to development of 3 plus dwellings and to make recommendation for the approval or otherwise to the parish council and where appropriate make recommendation for the terms of any S106 agreement.
- To consider any recommendation by the Tree Group and/or Tree Warden on tree applications within the conservation area and to respond to the District Council.

- To consider all matters relating to any landscape or character assessment and to make recommendation.

The Planning Committee:

- Must have due regard to the Parish Council's Standing Orders at all times. In particular that meetings must be held in a public place, properly convened and decisions clearly minuted. It must act as a corporate body.
- Must respond to any direction given by the Parish Council.
- Membership shall be up to seven members with a quorum of three.
These members shall be:
 - Should elect from amongst its members every six months a Chairman who is authorised to sign all agenda, correspondence and planning responses during their term of office.
 - May set up sub groups (working parties) that may meet informally to discuss aspects of the Planning Committee's work and to prepare recommendations for the Committee's consideration. The working parties may contain persons not on the Parish Council.
 - May invite individuals, groups and organisations and/or officials to attend its meetings as appropriate and public participation at the meetings is at the Committee's discretion.
 - May seek free advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively or to bring recommendation to the Parish Council if there is a cost implication to the Parish Council.

1.3.2 Focus Group

Terms of Reference: no change

- Brief: A group to consider and respond to new ideas and initiatives and to make recommendations to full council for its consideration.
- Administrative matters: No formal agenda, minutes or meeting room required etc as group not committee
- Financial matters: Delegated to arrange and spend the Community Events budget annually in conjunction with the Clerk.
- Membership: Cllrs Westgarth (Convenor) and Hollick.
- All members are to be invited to attend meetings and participate.

The Focus Group

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt residents and others to attend.

1.3.3 Tree Group

Membership: Cllrs McCabe, Westgarth, and Scott, plus Mrs J Hughes (Co-opted) and Mr R Cook (Co-opted and Tree Warden)

Appointment of the Convenor was carried forward to the next meeting.

Terms of Reference: no change

- Brief: A group to consider and monitor all matters relating to trees and hedging in the public areas of the parish and on land owned or managed by the Parish Council.

The Tree Group is asked to:

- Monitor all trees owned by the Parish Council as detailed in the Tree Survey report dated January 2001 and to make recommendations to full Council for its consideration.
- To consider all matters relating to trees in private ownership where they impact on the public areas and to make recommendation to the appropriate authority.
- Consider all tree applications for work within a conservation area and to make recommendation to the Planning Committee for a response.
- Consider all implications relating to trees and hedging as part of planning applications and S106 Agreements.
- To consider all matters relating to the environment and biodiversity.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee
- Financial matters: The members together with the Clerk are delegated to spend the budget allocated each year for tree maintenance and tree projects having due regard for the Council's standing and financial orders.

1.3.4 Transport Working Group (TWG)

Membership: Cllrs Bacon, Moffat, Taylor and Pemberton.

Appointment of the Convenor was carried forward to the next meeting.

Terms of reference:

- To continue to review the transport section of the Comberton Parish Plan and to make recommendation for implementation of projects to the Parish Council indicating clearly any anticipated costs.
- The TWG is tasked with bringing forward a project to spend the £10,000 allocated in the Financial Year.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The TWG Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.
- May co-opt parishioners and others to join the group.

1.3.5 Flooding Issues, Watercourses and Ditches Group

Membership: Cllrs Hollick (Convenor) and Elleray.

Terms of reference: no change

- To continue to review the condition of all watercourses, ditches, drains etc in the parish and to make recommendation, where appropriate, to the Parish Council. Consultations.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Environment Agency, Anglian Water and/or other body to enable it to understand or carry out its duties more effectively.
- May co-opt parishioners and others to join the group.

1.3.6 Affordable Housing

Membership: Cllrs McCabe, Westgarth, Moffat and Taylor.

Appointment of the Convenor was carried forward to the next meeting.

Terms of Reference: no change

- To facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need) and to make recommendation, where appropriate, to the Parish Council.
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders.
- May seek advice or information from the District or County Councils, Water and/or other body to enable it to understand or carry out its duties more effectively.
- May liaise and discuss Comberton's affordable housing need and provision with other parishes, and potential providers of affordable homes, in order to facilitate/encourage provision of affordable homes within Comberton (consistent with Comberton's need).
- May co-opt up to two parishioners and others to join the group.
- Should liaise with other Parish Council committees and working groups as appropriate.

1.3.7 Finance and Budget Working Group

It was agreed to merge the Finance and Budget into a new working group.

Membership: Cllrs Westgarth, Crossley (Convenor) and Elleray.

Terms of Reference: no change

The working group will meet quarterly to:

- review the agreed budget against receipts and payments / income and expenditure reporting any significant variance to the Council for discussion.
- monitor the Council's risk and financial regulations policies and consider items referred to it by the RFO or Council.
- keep under review the Council's scale of fees and charges
- undertake the role of the Financial Overseer as identified in the Financial and Risk Assessment policy.
- prepare a recommendation to the January Parish Council meeting on the budget. The working group is asked to take the baseline budget which will be prepared by the Clerk and consider this against the agreed principles and add any special projects suggested by other working groups or members to it before making its recommendation to the Council.

The following basic principles are to be applied to its budgets:

- The Council will continue to look for other sources of funding apart from the Precept to fund its budget
- The Council, with involvement of other village organisations and groups wherever possible, shall engage in projects to enhance the village and its facilities
- The Council should endeavour to make the pavilion run at as near to, if not at, nil cost

1.3.8 Recreation Working Group (RWG)

Membership: Cllrs Griffiths (Convenor), Crossley, Preston, Pemberton, Westgarth and McCabe.

The Terms of Reference: It was agreed to delete the words " the Comberton Crusaders and", and to add the last two bullet points from the RESG Terms of Reference:

The RWG is to:

- To consider all management aspects of the Recreation Ground and other recreational areas including Watts Wood
- To look at the facilities on the Recreation Ground and their use
- To make recommendations on further Terms of Reference for this working group and also its membership.
- The Working Group is to apply for grants towards a play equipment and trim trail scheme, with the Clerk to check and sign application forms. Full details of any proposed scheme are to be considered and agreed by the Parish Council before submission
- investigate whether it would be possible to put the Recreation Ground into a Trust, and consult with other users
- invite sports clubs and other users of the recreation ground to participate in a Recreation Ground Extension Steering Group (RESG)
- prepare a project plan to extend and improve the recreation ground pavilion
- Meet the football clubs and Cambridgeshire FA to agree the pitch layout
- Obtain quotes to carry out the proposed work on the recreation ground extension and extension and refurbishment of the pavilion. It would assist if Gail could identify an architect to draw up plans for the refurbishment and extension and the RWG recommended to the Parish Council that she be asked to do so.
- Submit applications for grant funding.
- Its purposes shall be to explore sources of funding to develop the recreation ground extension, to submit applications for funding which appear to it to be appropriate and any other purposes which the Parish Council shall authorise.
- Shall not accept any funding or conditions for funding without first obtaining authorisation from the Parish Council
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

The Group:

- Must have due regard for the Parish Council's Standing Orders and financial regulations
- May seek advice or information from other authorities and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees and working groups as appropriate.

1.3.9 Recreation Ground Extension Steering Group (RESG)

It was agreed that there was no longer any need for this working group. The last two bullet points of the Terms of Reference having been added to those of the RWG.

1.3.10 Employee Review Working Group

Membership: Cllrs Griffiths (Convenor and Employee Line Manager) and McCabe.

The Terms of Reference were confirmed as follows:

Terms of reference

The Working Group:

- shall meet at least annually to review employee performance against contract and any Council agreed targets and bring to the Council recommendations for salary increments or changes to contracts.

- Shall hear any grievance or handle any disciplinary matters asking the Council promptly to convene the necessary panels without divulging the issue to the Council or its members at this stage so as not to prejudice the process.

1.3.11 Vision Working Group

Membership: Cllrs Elleray (Convenor), McCabe, Scott, Moffat, District Cllr Harangozo and representatives of the village.

Terms of Reference: no change

- to draw up a plan for the village similar to the Barton Ward Quarter to Six Quadrant “Our Village Vision”
- The aim is to have a considered response to go back to the planners as to why the village thinks it should be protected, based on evidence-based consultation with the residents.
- The Working Group may co-opt other members as necessary.

1.3.12 Standards Committee

Membership: Cllrs Elleray, Griffiths and Bacon (Chairman), with Cllr McCabe as the reserve member.

Terms of Reference: no change.

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council’s policy.

1.4 To appoint representatives on any other organisation or authority, which the Council deems necessary

Terms of Reference:

The members as appointed to represent the Council on another organisation or authority are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council’s Standing Orders at all times.

1.4.1 Village Hall Representatives: (2)

Cllr Elleray declared an interest as a trustee. Cllr Pemberton declared an interest as his wife was a trustee. The Clerk advised that the Council had agreed it would revisit the appointing requirements.

1.4.2 Parish Paths and P3 Co-ordinator - Cllr Westgarth with Cllr Elleray to shadow.

- To monitor all public rights of way in the parish
- To draw up annually a proposal for improvement and maintenance for public rights of way in the village
- To apply for and spend in conjunction with the Clerk, the annual County Council's parish paths grant
- Must have due regard for the Parish Council’s Standing Orders.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out its duties more effectively.
- Should liaise with other Parish Council committees as appropriate.

1.4.3 Police Liaison – Cllr Scott

Terms of reference

- To attend the Police liaison meetings
- To liaise with local PCSO and police as appropriate.
- To liaise and support Neighbourhood Watch and Countryside Watch as appropriate.
- To report and make recommendation to the Parish Council as appropriate.

1.4.4 Countryside Watch – Cllr Scott –
Terms of reference

- To monitor the activities of Countryside Watch generally
- To receive calls and other communications from Countryside Watch and pass these on as necessary
- To report and make recommendation to Parish Council as appropriate.

1.4.5 Play equipment project group – Cllr Moffat.

1.6 To inspect any deeds and trust instruments in the custody of the Council

It was noted that the following sites had all been registered and a copy of the title deeds were available from Land Registry or by contacting the Clerk:

- Allotments, Long Road
- Recreation Ground and land extension
- Path between the Recreation Ground to Green End
- Janes' Estate (Harbour Ave, Hillfield Road etc development)
- Village Hall sites
- Watts Wood
- South Street notice board site
- The Pond
- POS at Thornbury (the Leach Homes development)

Cllr Scott arrived during this item at 7.45 pm.

The maintenance of the ditch by Thornbury was considered. The Flooding Working Group is to bring a recommendation to the next meeting.

The email from Mills and Reeve explaining the reason for the delays with the registration of the land at The Valley was noted.

2. Apologies for absence and declarations of interest

Apologies for absence were received from Cllrs Westgarth, McCabe and Moffat, and from former County Cllr Fiona Whelan.

2.1 To receive declarations of interests from councillors on items on the agenda

None.

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

None.

2.3 To grant any requests for dispensation as appropriate

None.

Comments & observations from members of the public and County and District Councillor reports

Mrs Hatherley provided an update on the consultation and benefits of the Charity.

Newly elected County Cllr Stephen Frost introduced himself and apologised for the lack of a written report due to the closeness of the recent election. He hoped to report on Shire Hall matters at the next meeting. He indicated his intention to liaise and work closely with the District Councillor if the Parish Council and residents raised matters with him.

The Parish Council sought to clarify his stance on large housing developments in Comberton. Cllr Frost explained that he did not support large developments in one place that swamped a village and changed its character. Cllr Frost said he would hold advice surgeries and would confirm arrangements for these in due course.

District Cllr Harangozo spoke to his written report as circulated. The report covered:

- No further capital grants support is available for Parish Plans, to save money.
- SCDC are starting to build council housing using its own money rather than government money. All properties are rented.
- SCDC will assist with any scheme the Parish Council proposes but Cllr Harangozo encouraged the Parish Council to apply sooner rather than later.
- The LDF and members' workshop. There had been unqualified agreement and support for there being no development in the next LDF consultation. Cllr Harangozo opposed any development in Comberton except for Bennell Farm but this needs further testing, for example, affordable housing and the size of the development.
- Cllr Harangozo expressed his gratitude to Fiona Whelan and her hard work in saving the library, on highways and potholes, and encouraged the new County Councillor to take up support for the bus strategy, such as the Friday night bus. The 18a bus service had been temporarily extended until a solution could be found.

3. **To approve the minutes of the last meeting on 10 April 2013**

The minutes of the last meeting on 10 April were unanimously approved ^(Prop AB, 2nd RE) and signed by the Chairman.

4. **Matters arising or carried forward from the meeting or a previous meeting for discussion or decision and to note the Clerk's report**

4.1 The Clerk's report, which included background to items on the agenda and matters arising, was noted.

The legionella risk assessment report from Primec was noted.

It was noted that PAT testing had taken place at the Pavilion.

The conditions for the SCDC grant of £2500 towards the provision of pitches were accepted ^(Prop HG, 2nd AB)

Cllr Frost left the meeting.

(5.4) Tree survey quotes - carried forward to the next meeting.

5. **Finance, procedure & risk assessment**

5.1 **To receive the financial report and to approve the payment of bills**

The financial report was received and considered. These are to be checked by a member against the invoices and statements before the cheques are signed. As no signatories were present it was agreed that the cheques should be signed and paid between meetings. It was agreed ^(Prop RE, 2nd PC) that the payments as listed in the financial report should be paid, plus Cambridge Water Company (water) £55.48, CGM (sensory garden) £90.00, CGM (Grass cutting) £173.18, and LGS Services (Admin support) £1580.38.

The payment to SP Wilson of S & J Cleaning for £168.00 was not approved as the Parish Council was not satisfied that the cleaning was being carried out and as yet he had not provided information as sought by the Clerk. It was agreed to look for another cleaner.

CCC (Summer Reading Challenge)	£40.00
Dragon Courts (Tennis Courts repair)	£840.00
Canalbs Ltd (Internal Audit)	£113.35
Salaries	£290.28
Noel Hart (Repairs)	£440.00
Playsafety (Play inspection)	£110.40
SLCC (Training)	£90.00
CAPALC (Affiliation fee)	£726.41

5.2 **Annual Reviews**

5.2.1 **Standing Orders, Financial Regulations, Risk Assessment and other policies review**

The policies were reviewed. It was agreed ^(Prop AB, 2nd HG) that no changes were required at this time, except for an amendment to the Financial Regulations Regulation 11 to include advertising publicly for tenders of a value of over £10,000.

It was agreed ^(Prop AB, 2nd HG) to adopt the Data Protection and Training policies.

5.2.2 Employee annual reviews

On a proposition by the Chairman, it was agreed to carry this item forward to the end of the meeting.

5.2.3 Assets, Insurance policy and fidelity guarantee review

The Assets List was reviewed and confirmed.

It was agreed ^(Prop RE, 2nd PC) to increase the fidelity guarantee cover to £210,000 and it was noted that Came and Company had waived the charge for the increase until the 1 October 2013 renewal.

5.3 Internal Auditor report to the Council and appointment of Internal Auditor for FY2014

The report of the Internal Auditor was considered.. The advice received from SLCC regarding employment contracts was noted. The Training policy had been adopted this evening.

Mrs Jacquie Wilson of CANALBS was reappointed as Internal Auditor for FY 2014 at the rates shown in her letter i.e £35ph plus shared mileage

The banking arrangements were reviewed.

5.4 To approve the accounts for FY2013 and the completion of the Annual Governance Statement

The accounts were unanimously approved ^(Prop AB, 2nd PC) by resolution of Comberton Parish Council. The statements in Section 2 of the annual return were all answered “Yes” apart from the Trust Funds which was “Not applicable”. ^(Prop RE, 2nd HG) The Annual Return was signed by the Chairman.

5.5 South Cambridgeshire District Council – Section 106 agreement 3 Long Road

It was agreed ^(Prop AB, 2nd RE) to accept the S106 agreement for a contribution of £4,313.85 in lieu of on site provision and £712.00 for off site provision of community space and the Council authorised this to be signed by two members.

6. To receive reports and recommendations from committees, working groups and members

6.1 Planning Committee

The Chairman expressed disappointment that the Planning Committee meeting had not been quorate earlier this evening.

6.2 Recreation Ground Working Group (RWG)

The report of the Working Group as circulated was noted. Concerns were expressed that the tenders were significantly more than the estimated cost on which the grant applications had been based, and were higher than the ready reckoner on the website.

It was agreed to express concern with Agrostis that the tenders had come in higher than the figures that Agrostis had estimated and on which the tenders had been based.

It was agreed to find out why the costs had increased and ask what “cut and fill” was and why this was not in the original specification. A further tender is to be sought.

It was noted that the grant application to Sport England had not been successful but that Sport England had provided some useful tips for a resubmission.

The tender invitations for the car park extension will be considered at a future meeting.

The tennis courts refurbishment had been carried out. It is to be included in the Contact article that the courts are available for residents to use.

7. To consider matters arising out of correspondence/communications received

7.1 SCDC Code of Conduct – to consider the revised Code of Conduct for adoption
It was agreed ^(Prop AB, 2nd HG) to adopt the new policy which included the Nolan Principles as recommended by South Cambridgeshire District Council.

8. Closure of meeting

A request from a parishioner to remove a street light in West Street will be an agenda item at the next meeting.

The Annual Parish Meeting is to take place on 22 May. Annual reports are to be delivered to each household. Members were asked, by the Chairman to help set up tables for meetings.

There was no further business and the meeting closed at 9.30 pm.

SignedChairmandate

APPROVED